



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: **Key Data Operator**
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2012-\$2220 (Range A)
\$2289-\$2780 (Range B)

DUTIES:

Under the direction of the unit supervisor, provides data entry functions for various in-house computerized systems.

Essential Functions

- Key entry of data onto computer accessible media in accordance with established procedures and schedules.
- Data entry and verification of deposit information into a California Front End Deposit.
- Data entry and verification of Stop Payment Items.

DESIRABLE QUALIFICATIONS:

- Ability to work closely with others.
- Ability to work with numerical data.
- Ability to follow directions.
- Courtesy and tact.
- Good work habits and attendance records.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Key Data Operator.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-330-1419-003" next to the classification on your application/resume, i.e. Key Data Operator (820-330-1419-003).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100

CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.

CASH/330/ dls 09/30/04